

21 February 1957

MEMORANDUM FOR: Deputy Director/Intelligence

ATTENTION:

Mr. [REDACTED]

25X1A9a

FROM:

Assistant Director for Basic Intelligence

SUBJECT:

OBI Space Requirements at Records Center

1. In accordance with your wishes, the space requirements for storage of OBI materials at the Records Center have been re-examined to determine if these requirements can be reduced, and the findings are submitted herewith:

2. The OBI materials now stored at the Records Center, and the space they occupy, are as follows:

a. Reserve stock of published NIS	8,250 cu. ft.
b. Reserve stock of JANIS	1,150 cu. ft.
c. Manuscripts of published NIS (1 copy each)	140 cu. ft.
d. Negatives of published NIS Grantees	10 cu. ft.
	<u>9,540 cu. ft.</u>

3. Only in the reserve stock of JANIS materials can any substantial reduction be made in these space requirements, but as a result of this study the space required for storage of NIS manuscripts will also be eliminated, which will bring the total net reduction to 1,290 cu. ft.

4. With respect to JANIS, these stocks are being destroyed as rapidly as JANIS are superseded by NIS. This procedure has been in effect for several years, which has resulted in a reduction from the original space requirement of 1,425 cu. ft. to the present 1,150 cu. ft., and the latter will be further reduced immediately to about 250 cu. ft. under authorization for destruction already issued to Records Center. The remaining JANIS will be almost completely disposed of in the very near future.

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5. One copy of the contributor's manuscript of all published NIS has been retained for reference purposes in event contributors or users question data presented in the published NIS. This proved useful in the early days of the Program, but records show that no reference has been made to these manuscripts for over a year, and the manuscripts at the Records Center will, therefore, be destroyed. Henceforth the manuscripts will be destroyed after six months' retention in OBI following publication of the NIS element concerned.

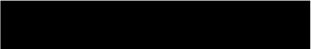
6. With regard to the stock of published NIS at the Center, this Office has worked very closely with the Records Management Staff to establish a reserve stock level that meets normal supplemental dissemination requirements without necessitating frequent and expensive re-runs, which seriously disrupt the printing program of the current publication schedule. Based upon a continuing study of this problem, an initial reserve stock level of 125 copies of each published NIS element was established as being realistically in line with normal peace-time requirements. Heavier requirements stemming from emergency, or war situations, will, of course, necessitate immediate reprinting of NIS on the areas involved.

7. On 13 May 1955, authorization was issued to destroy all published NIS at the Records Center in excess of 125 copies of each element, and all press runs of NIS produced since that date have provided for a uniform reserve stock of 125 copies over and above the actual initial dissemination requirements, which varied for the different NIS sections and areas. Experience has proved that this reserve stock level is generally adequate, but not excessive, as evidenced by the fact that it was still necessary to reprint 29 NIS sections on 14 different NIS Areas during the last half of calendar year 1956. This is somewhat higher than normal reprinting requirements, and if it should continue at that level it might be desirable in the interests of economy to increase the reserve stock level. However, no change is recommended at this time.

8. No change is contemplated in the storage requirement for negatives of NIS Gassetters. These are required for reproduction of the gassetters, and since preliminary gassetters have now been produced on almost all NIS Areas this requirement should remain constant.

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9. The OBI space requirement at the Records Center will continue to be almost exclusively for the reserve stock of NIS. In this connection it must be borne in mind that NIS coverage world-wide now stands at about 60%, so the reserve stock now occupying 8,250 cu.ft. represents only three-fifths of the ultimate requirement, which will be at least 12,000 cu.ft. when world-wide coverage has been achieved.

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2. The OBI materials now stored at the Records Center, and the space they occupy, are as follows:

a. Reserve stock of published NIS	8,250 cu. ft.
b. Reserve stock of JANIS	1,150 cu. ft.
c. Manuscripts of published NIS (1 copy each)	140 cu. ft.
d. Negatives of published NIS Cassettes	10 cu. ft.
	<u>9,550 cu. ft.</u>

3. Only in the reserve stock of JANIS materials can any substantial reduction be made in these space requirements, but as a result of this study the space required for storage of NIS manuscripts will also be eliminated, which will bring the total net reduction to 1,290 cu. ft.

4. With respect to JANIS, these stocks are being destroyed as rapidly as JANIS are superseded by NIS. This procedure has been in effect for several years, which has resulted in a reduction from the original space requirement of 1,445 cu. ft. to the present 1,150 cu. ft., and the latter will be further reduced immediately to about 250 cu. ft. under authorization for destruction already issued to Records Center. The remaining JANIS will be almost completely disposed of in the very near future.

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5. One copy of the contributor's manuscript of all published NIS has been retained for reference purposes in event contributors or users question data presented in the published NIS. This proved useful in the early days of the Program, but records show that no reference has been made to these manuscripts for over a year, and the manuscripts at the Records Center will, therefore, be destroyed. Henceforth the manuscripts will be destroyed after six months' retention in OBI following publication of the NIS element concerned.

6. With regard to the stock of published NIS at the Center, this Office has worked very closely with the Records Management Staff to establish a reserve stock level that meets normal supplemental dissemination requirements without necessitating frequent and expensive re-runs, which seriously disrupt the printing program of the current publication schedule. Based upon a continuing study of this problem, an initial reserve stock level of 125 copies of each published NIS element was established as being realistically in line with normal peace-time requirements. Heavier requirements stemming from emergency, or war situations, will, of course, necessitate immediate reprinting of NIS on the areas involved.

7. On 13 May 1955, authorization was issued to destroy all published NIS at the Records Center in excess of 125 copies of each element, and all press runs of NIS produced since that date have provided for a uniform reserve stock of 125 copies over and above the actual initial dissemination requirements, which varies for the different NIS sections and areas. Experience has proved that this reserve stock level is generally adequate, but not excessive, as evidenced by the fact that it was still necessary to reprint 29 NIS sections on 14 different NIS Areas during the last half of calendar year 1956. This is somewhat higher than normal reprinting requirements, and if it should continue at that level it might be desirable in the interests of economy to increase the reserve stock level. However, no change is recommended at this time.

8. No change is contemplated in the storage requirement for negatives of NIS Gazetteers. These are required for reproduction of the gazetteers, and since preliminary gazetteers have now been produced on almost all NIS Areas this requirement should remain constant.

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